



Code: 9016
Family: Public Safety
Service: Public Safety
Group: Police
Series: Police Administrative

CLASS TITLE: POLICE LEGAL OFFICER II

CHARACTERISTICS OF THE CLASS

Under general supervision, provides legal counsel to the Chicago Police Department and members; and performs related duties as required

Positions are allocated across the department and have a wide range of functions. Examples of core functions characterizing this class and specific examples of assignments are provided below with the intent of providing parameters to adequately describe the level and scope of duties and responsibilities performed by these positions. NOTE: Other divisions and bureaus may be added to provide additional examples of positions allocated to this class.

ESSENTIAL DUTIES

Core Functions

- Serves as a legal resource and advises CPD members on various legal issues related to departmental operations
- Conducts legal research on local, state, and federal laws and statutes affecting department operations
- Prepares and reviews department's legal documents including, but not limited to, legal opinions, memoranda, settlement agreements, position statements, and briefs
- Ensures the preservation of evidence in all civil and criminal cases, and investigations
- Prepares and reviews operational training materials, including creating and updating curriculum
- Participates in meetings with Office of Legal Affairs, Department of Law, and other stakeholders on various legal issues
- Maintains records and prepares reports for senior management
- Coordinates and oversees the work of staff engaged in the conduct of legal research and analysis
- Stays abreast of relevant areas of law and best practices

Bureau of Legal Affairs

- Reviews Complaint Register (CR) investigations to determine if the evidence supports the disciplinary recommendation(s) and prepares summaries
- Attends protests and demonstrations and provides on-site legal advice
- Preserves evidence for all civil and criminal cases and investigations
- Writes rebuttals for Police Board cases in support of the discipline imposed
- Reviews discovery requests for civil litigation proceedings and initiates requests for documents to comply with the requests
- Reviews and responds to Freedom of Information Act (FOIA) requests, which includes reviewing and analyzing requests
- Assists in the issuance of subpoenas for Police Board cases

- Presents cases and represents the department before the Equal Employment Opportunity Commission (EEOC) or Police Board

Bureau of Internal Affairs

- Reviews all complaint investigations by reviewing cases with relevant arbitration rulings and court decisions
- Implements and utilizes a case management system to process complaint cases from initiation through final implementation
- Mediates the resolution of Complaint Register (CR) investigations by coordinating with the CPD member and their union representative
- Testifies at arbitration hearings and contract arbitrations on the department's disciplinary process

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Experience Requirement

- **To be eligible for promotion**, an applicant must have served two (2) continuous years as an active sworn Sergeant in the Chicago Police Department prior to the date the applicant is promoted. In addition, an applicant must have at least one (1) year of work experience in the legal profession as a licensed attorney.

Education Requirement

- **To be eligible for promotion**, an applicant must have graduated from an American Bar Association (ABA) accredited law school. Applicants must comply with all Chicago Police Department orders and directives regarding reporting and verification of education credits.

Licensure, Certification, or Other Qualifications

- Admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705)
- Valid State of Illinois Driver's License

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- *federal and state legislation
- *applicable municipal laws, statutes, ordinances, and guidelines
- *Chicago Police Department directives, operations, and regulations
- *the legal system and the principles and practices of applicable areas of law
- *courtroom procedures and legal terminology
- *legal research methods, techniques, and resources

Moderate knowledge of:

- *investigation methods, techniques, practices, and procedures
- *record keeping and report preparation methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- *COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- NEGOTIATION – Bring others together and trying to reconcile differences
- *PERSUASION – Persuade others to change their minds or behavior

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

- REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
 - LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
 - INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
 - ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
-

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
May, 2020